

## Typing Certificates

Typing certificates submitted with the City's application form must be dated within one year of the application date.

Typing certificates can be obtained from a business school, vocational training center, employment agency or other related agency. Online typing certificates will **not** be accepted.

### Examples of Approved Agencies:

NOVA-Private Industry Council  
505 W. Olive Avenue (off of El Camino) #550  
Sunnyvale, CA 94086  
408-730-7232  
Call to schedule an appointment and fee information

Western Staff Services  
2025 Gateway Place #240  
San Jose, CA 95110  
408-441-1141  
Call to schedule an appointment and fee information

Certified Employment Group  
2105 S. Bascom Ave, Suite 386  
Campbell, CA 95088  
408-626-7127  
Call to schedule an appointment and fee information

Manpower  
480 S Ellsworth  
San Mateo Ca 94401  
650-342-2700  
Call to schedule an appointment and fee information

AppleOne  
5353 Almaden Expressway, Suite E-41  
San Jose, CA 95118  
408-978-1880  
Call to schedule an appointment and fee information

.

Volt Services Group  
25 Metro Dr. STE. 238  
San Jose Ca  
408-392-0506  
Call to schedule an appointment and fee information

South San Francisco Adult Education  
825 Southwood Dr.  
San Francisco CA 94080  
650-877-8844  
Call to schedule an appointment and fee information

OICW  
1200 O'Brian Dr.  
Menlo Park CA 94025  
650-330-6429  
Call to schedule an appointment and fee information

Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

Revised 03/08